



**BUSINESS ENGLISH GRAMMAR** 

# Asking questions

Lesson code: CBP1-97NC-UUBM PRE-INTERMEDIATE +

### 1 Presentation

### Study the table below.

Statement	Question forms
l' <b>m</b> working.	What are you doing?
Yes, I <b>can</b> offer a better price.	Can you offer a better price?
No, I' <b>ve</b> never been there.	Have you been to Italy?
I was meeting a client.	What were you doing this morning?
I'm going to sign the contract.	What are you going to do after the meeting?
l work.	What <b>do</b> you do everyday?
I went on a trip with the family.	What <b>did</b> you do at the weekend?

### **Rules for forming questions**

Verbs such as can, are, is, was, have are called auxiliary or helping verbs.

- 1. What happens to the position of the subject (e.g. 'you') and the auxiliary verb when we form a question?
- 2. How do we form questions with the **present simple** and **past simple**?



## 2 Practice 1

### Ask an appropriate question for each response:

1.	I'm reading an email from a client.
2.	What?  I met a lot of marketing experts.
3.	Who
4.	What time
5.	When?  I was talking to the new sales manager.
6.	Whothis morning? I get to work by train.
7.	How every day? I'm staying at the Grand Hotel.
8.	Where?  I finished the task an hour ago.
	When?

### 3 Practice 2

Work in pairs. Student A, look at the text below. Student B, look at the text on the next page. Complete your texts by asking each other about the missing information.



#### Student A





### Student B

Joe Carpenter is the managin	g director of KP Publishing. He started working for the company in
	is first job was a marketing specialist. His responsibilities included
	_9 (what?). Nowadays, Joe is very busy. He meets potential customers
every week and signsand watches	10 (what?). In his spare time, he reads magazines (what?). Apart from English, he speaks German, Italian and Russian.
Joe travels	12 (how often?). Right now, he's packing his bags because (why?). He's going to visit the company's office in New York.

### 4 Practice 3

### Complete the dialogue below.

William:	Hi, Kate. What $\underline{\ \ \text{were you doing yesterday at 5pm?}}$ (you/were doing/yesterday at 5pm?)			
Kate:	I had to leave the office early. My son was ill. How2 (the meeting / was?)			
William:	It was very interesting.			
Kate:	What3 (you / discuss?)			
William:	We discussed the company's new marketing strategy for next year			
Kate:	What strategies4 (we /going to use?)			
William:	Well, we are going to invest more time in social media marketing. You know, Facebook, Twitte and all of that.			
Kate:	Really? Who5 (going to / write all the posts?)			
William:	Well, I think Ashley is the best person for that. What $\_\_\_$ $^6$ (you / think?)			
William:	Yes, he's very good at writing7 (we / hire a graphic designer?)			
William:	Yes, we are. Images are very important. And we have organized another meeting tomorrow morning8 (you / can / make it?)			
Kate:	Sure, no problem.			
In pairs, read the dialogue.				

### 5 Flashcard review

Don't forget what you learned in this lesson! Go to www.linguahouse.com/ex and enter Lesson code: QWERTYUIOPASDFGHJKLZXCVBNM1234567890-.



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